

Family Directed Services Program Update Notification for Support Brokers

Past publications of the *FDS Program Update Notification* are stored on the FDS DHW website.

Welcome to 2018!

We will continue to distribute this newsletter on a quarterly schedule in 2018. Previous newsletters will still be stored on the FDS external website at FamilyDirectedServices.dhw.idaho.gov

30 Day Notice to your Employer

If you ever need to stop working for a family, please remember to provide your employer with at least 30 days written notice. It is also required for you to assist the family in finding a new support broker. This will ideally include more than simply providing the family with the support broker list. You can review your support broker manual, a guide training manual, and/or IDAPA 16.03.13 for requirements on giving notice to your employers.

Please also notify the case coordinator when you provide an employer with your 30 day notice. This will assist us to keep accurate records as well as ensure the family has a new support broker within 30 days.

Goods and Services Form

If multiple goods are requested, please ensure each request is on it's own individual recommendation form. If multiple goods are bundled on one recommendation form, it is likely the case coordinator will respond with a request for additional information. Also remember to verify the form was completed by the recommending professional, signed, and credentialed.

Youth Empowerment Services—Department of Behavior Health

Youth Empowerment Services (YES) was created to meet the individual needs of children diagnosed with a Serious Emotional Disturbance (SED). Learn more at YES.idaho.gov



FAMILY AND COMMUNITY SERVICES

Family- Directed Services Program

www.familydirected.dhw.idaho.gov

Inside this issue:

Written Notice 1

YES 1

FEA Cert 2

Document
Formats 2

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FEA Training Attendance Certificate

Participants new to FDS will receive a FEA training attendance certificate. This must be submitted with initial SSPs. Remember to utilize the “Required Components checklist” and check out [Issue 3 of 2017](#) for more info on FEA requirements.

Submitting Docs to Case Coordinators

Case Coordinators cannot accept documents sent via Dropbox or other indirect attachments. Please directly attach all documents in .doc, .docx, .pdf, or faxes. For a refresher on submitting documents, check out the [September 2016 news-letter on our website](#).

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Written Notice 1

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FEA Cert 2

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Formats 2

